Funds Control Module

Recommended Operating Procedures

Integrated Logistics Enterprise = Common Operating Picture

1

This assistance tool has been developed to give the end user a guide for daily operations. This tool is not designed to provide instruction on every process within Funds Control Module. Online training and the End User’s Manual will provide additional and more complete information.

This document will detail queries and screens that should be ran or completed on a regular basis.

Funds Control Procedures

- Critical
  - Actions required on a daily basis.
  - Correcting errors.
- Non-Critical Daily Items
  - Actions necessary for complete financial management.
- Non Critical Periodic Items
  - Actions for planning purposes.

Integrated Logistics Enterprise = Common Operating Picture 2

Tasks developed for Funds Control Module have different levels of criticality. Some processes exist for information purposes only to allow the user to make more informed decisions. Some processes require action by the manager. Funds Control Module was designed as a data processing system rather than just a reporting tool. As a result data routed into Funds Control Module is analyzed on a data element by data element. As these data elements are scrutinized, errors are identified and the user alerted using action reports.

This assistance tool is organized by criticality of operations.

Critical processes are those that require daily review by the financial manager. Some of these processes may take some time to correct so organizing financial personnel may be useful. It truly depends on experience of the people involved when deciding who will do what. These critical processes are those actions that need to be reviewed and worked before other actions take place. There is no system dependencies that require that these actions be corrected or worked immediately, but you will find that watching these processes will ensure that your data is processed with a minimum of delay.

Non-Critical Daily Items are those actions that need to be reviewed daily, but do not directly affect data operations. Nothing will be held up if these transactions are delayed until later on in the day.

Non-Critical Periodic Items are those actions that should be completed every few days or on an as-needed basis. These consist of actions like planning for next month’s catalog update and updating DoJoCon information.

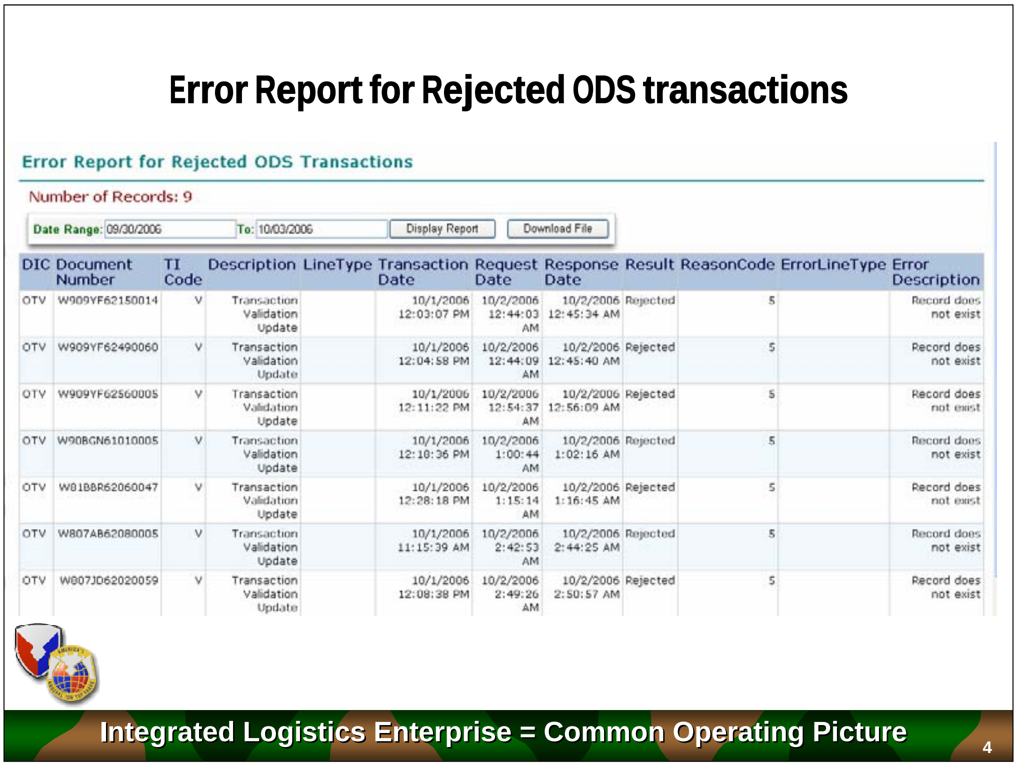
Critical Items

- Error Report for Rejected ODS Transactions
- Error Correction
- Action Reports
- Update DoJoCon based on error codes

Integrated Logistics Enterprise = Common Operating Picture 3

The first section of this assistance tool consists of those actions that are deemed critical to the smooth operations of Funds Control Module for your installation. Failure to complete these actions will not affect others, but will delay the processing of data for your Financial Work Center.

We will discuss these four critical items in this section.



Error Report for Rejected ODS transactions

Error Report for Rejected ODS Transactions

Number of Records: 9

Date Range: 09/30/2006 To: 10/03/2006 Display Report Download File

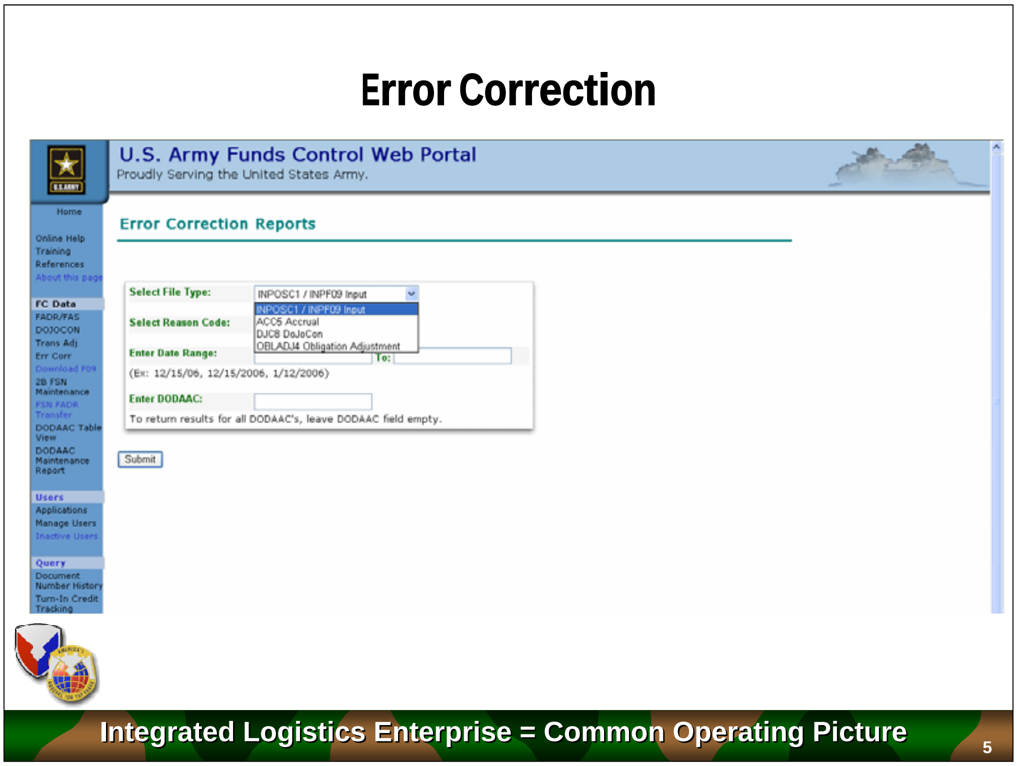
DIC	Document Number	TI Code	Description	LineType	Transaction Date	Request Date	Response Date	Result	ReasonCode	ErrorLineType	Error Description
OTV	W909YF62150014	V	Transaction Validation Update		10/1/2006 12:03:07 PM	10/2/2006 12:44:03 AM	10/2/2006 12:45:34 AM	Rejected	5		Record does not exist
OTV	W909YF62490060	V	Transaction Validation Update		10/1/2006 12:04:58 PM	10/2/2006 12:44:09 AM	10/2/2006 12:45:40 AM	Rejected	5		Record does not exist
OTV	W909YF62560005	V	Transaction Validation Update		10/1/2006 12:11:22 PM	10/2/2006 12:54:37 AM	10/2/2006 12:56:09 AM	Rejected	5		Record does not exist
OTV	W90BGN61010005	V	Transaction Validation Update		10/1/2006 12:10:36 PM	10/2/2006 1:00:44 AM	10/2/2006 1:02:16 AM	Rejected	5		Record does not exist
OTV	W81BBR62060047	V	Transaction Validation Update		10/1/2006 12:28:18 PM	10/2/2006 1:15:14 AM	10/2/2006 1:16:45 AM	Rejected	5		Record does not exist
OTV	W807AB62080005	V	Transaction Validation Update		10/1/2006 11:15:39 AM	10/2/2006 2:42:53 AM	10/2/2006 2:44:25 AM	Rejected	5		Record does not exist
OTV	W807JD62020059	V	Transaction Validation Update		10/1/2006 12:08:38 PM	10/2/2006 2:49:26 AM	10/2/2006 2:50:57 AM	Rejected	5		Record does not exist

Integrated Logistics Enterprise = Common Operating Picture

4

The Error Report for Rejected ODS transactions detail all transactions that did not pass from Funds Control Module to ODS. These transactions were rejected from ODS for various reasons. The Error Description on the far right of the screen will detail what happened while the response date and time will tell when the transaction was rejected.

Use the document number from this report and document history to better understand the situation with the transaction. Currently errors for ODS transactions cannot be corrected from the Funds Control Module. These errors need to be corrected by Funds Control Module personnel in coordination with ODS.



The Error Correction process details those transactions that had problems processing. The transactions are organized by the process that encountered the error.

The INPOSC1/INPF09 Input process controls the initial processing of data and determines which financial process (accrual, obligation adjustment, etc.) the transaction is handed off to.

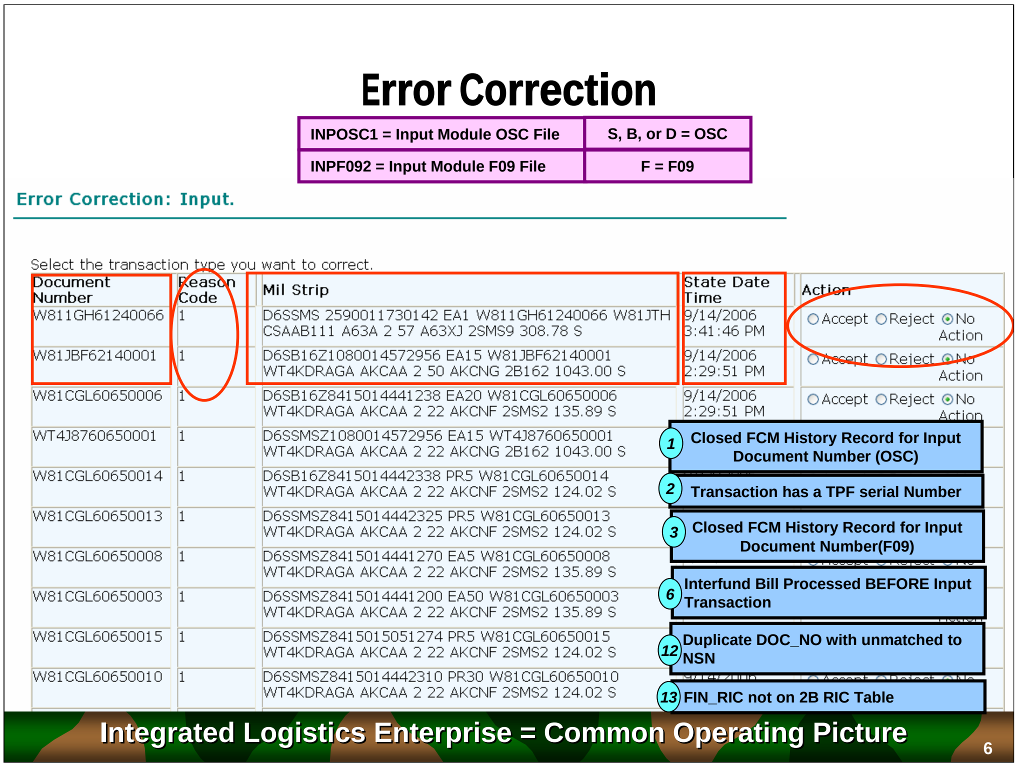
The ACC5 Accrual process controls the processing of accrual transactions (receipts and issues).

The DJC8 DoJoCon process uses input transaction data to determine which APC and FSN is assigned to the transaction heading for ODS. Errors related to APC assignment are all shown here. In many cases, these transactions will need to have the DoJoCon for the DODAAC in rp 30-35 reviewed for accuracy.

The OBLADJ4 Obligation Adjustment process controls adjustments to obligation data as create by an initial obligation. Changes to quantity or unit price can cause obligation adjustments.

The DIS7 Disbursement process handles the receipt of disbursement F_1 and F_2 transactions from ODS.

This process requires you to work off these issues process by process.



Here is an example of the Error Correction Report generated as a result of processing transactions on the OSC and/or F09 files through the FCM input module.

As you can see, we are presented with a list of transactions that, as a result of normal processing by FCM, have met invalid condition criteria. The format of the information contains the document number, reason code indicating the invalid condition, the complete 150 position MILSTRIP transaction, the date and time the transaction was processed, and then an option to Accept, Reject or take No Action on the transaction.

If you notice the last character of the 150 Record Position MILSTRIP, it identifies the source file for the identified error. A Code of S, B or D indicates it came from the OSC file, and a Code of F or A indicates it came from the F09 file.

The data fields are similar to what you saw for the DoJoCon Action Report with the Document Number, Reason Code, 150 record position MILSTRIP transaction, data and time the transaction was written to the report.

Transactions will be populated to this report as a result of Reason Codes 1, 2, 3, 6, 12 or 13, as shown on the slide.

The authorized financial manager has an option to Accept or Reject the transaction, or defer taking action by clicking on “No Action”. Note: the default is set to No Action.

Reason Code 1 indicates a closed FCM History record for the transaction input on the OSC file.

Reason Code 2 reports to the manager that the document number has a TPF serial number in the last 4 positions.

Reason Code 3 indicates a closed FCM History record for the transaction input on the F09 file.

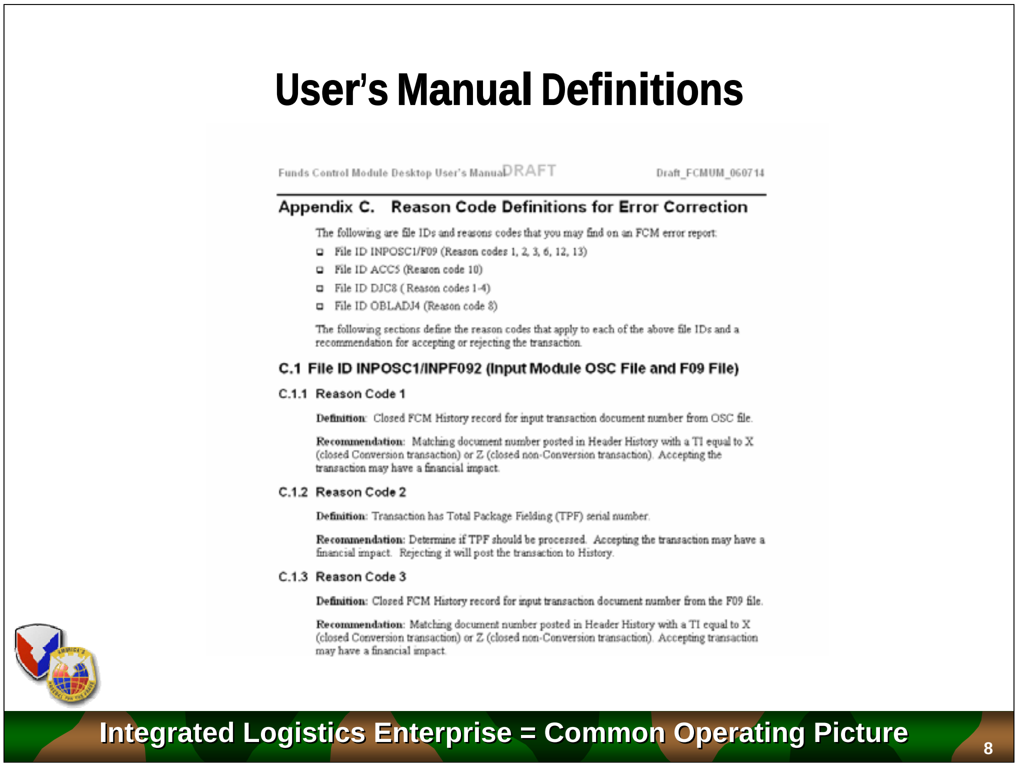
Reason Code 6 reports that the interfund bill processed BEFORE this input transaction.

Reason Code12 indicates a duplicate document number with an unmatched NSN.

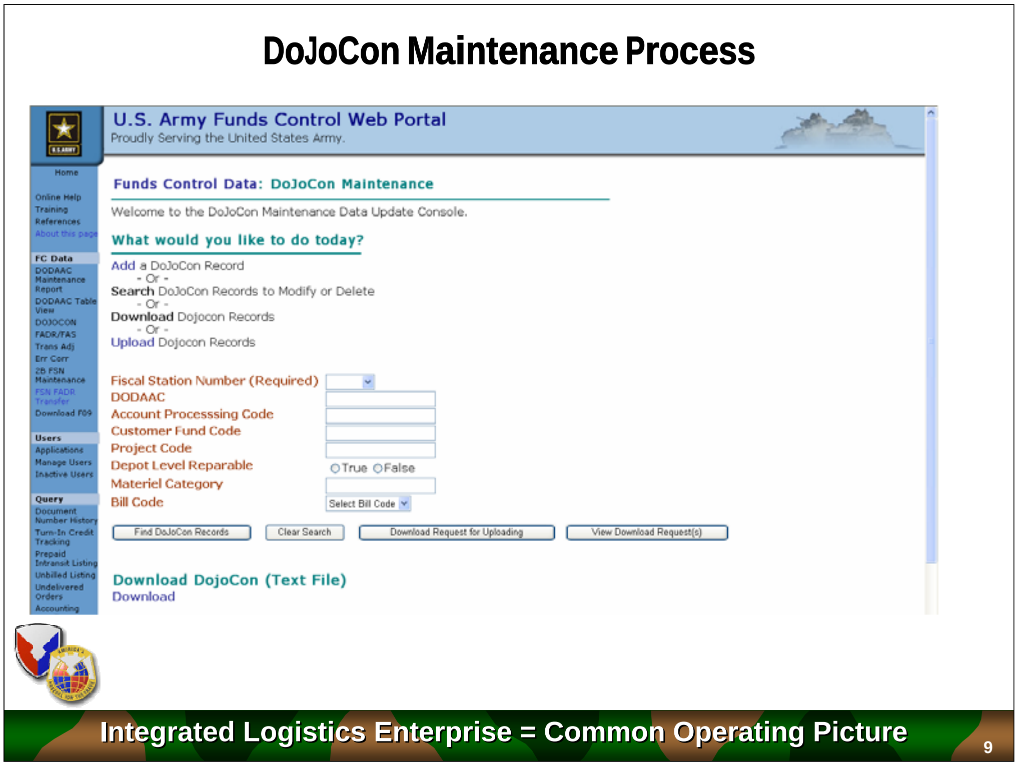
Reason Code 13 tell the manager that the FIN_RIC is not on the 2B RIC Table.

Currently there is no purge criteria if the “No Action” option is taken. Eventually there will need to be a set number of days before these transactions fail. If you need additional time to work a transaction leave this option as “No Action” and the error will return when you come back to this process.

Action reports detail what the Funds Control Module system did and what is necessary to be done to fix these issues. In many instances, Funds Control Module may only require an update to the data tables, but in some instances the error may require that the user correct the situation in another computer system that Funds Control Module cannot access for them.



The Funds Control Module has made every attempt to identify errors as they occur. The system does not simply error the transaction but actually applies a reason code that details exactly why the error took place. The Funds Control Module User's Manual has several appendices that detail what the error is and gives recommendations on how to correct it. When working Error Correction entries and Information/Action reports this resource is invaluable. Due to the large number of reason codes, they will not be covered on a individual basis.



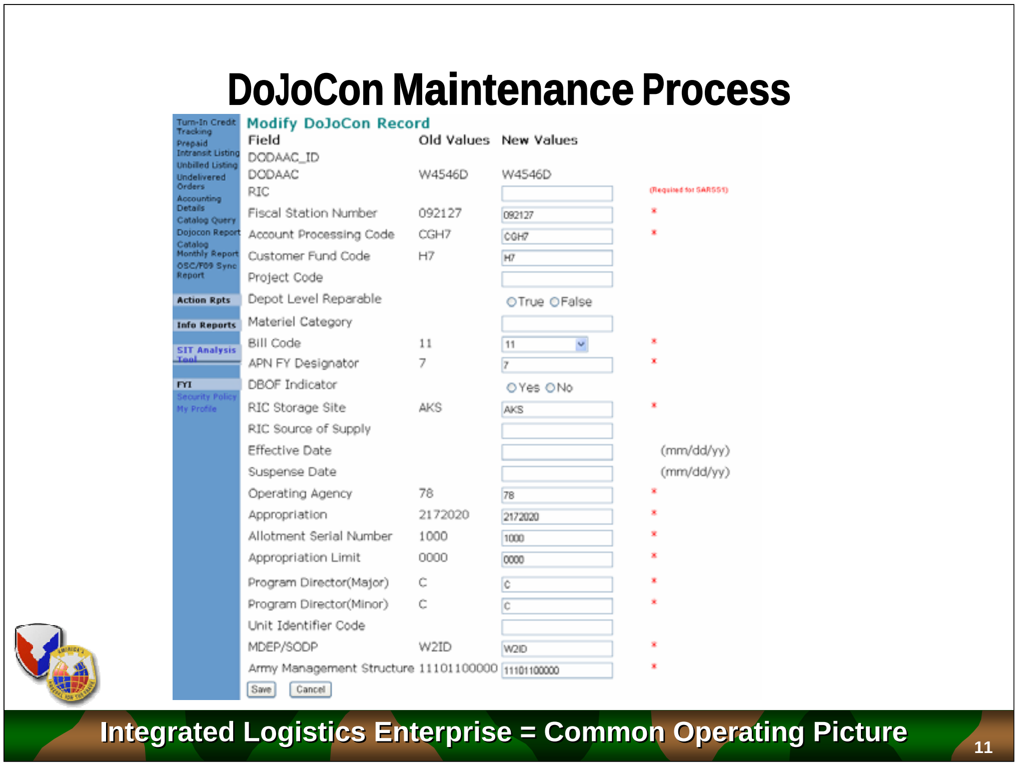
Often errors received in the Error Correction process may require update to the DoJoCon table. This process allows you to identify records and make changes or build new records as needed. In the online training for Funds Control every step of this process is detailed to include how to download and upload mass changes if you desire.

If you need to make a change to an existing record, simply enter the DODAAC on this screen and press “Find DoJoCon Records” button.

A sample set of 2 DoJoCon records appear for DODAAC with selected data that has previously been loaded to the table.

The first record shows a Fiscal Station Number, Account Processing Code, Customer Fund Code, and Bill Code for this DODAAC. Note, the Project Code, Depot Level Reparable Indicator, and Materiel Category Code are not populated.

The user can either modify the information contained in a specific record, or he or she can delete the record entirely. NOTE: if she opts to delete the record, any previous transactions that were processed against the original DoJoCon record will have been recorded in FCM History. Consequently, any open transactions will be perpetuated with the information posted to history. Deleting a DoJoCon record will only impact new requisitions that are processed after the record was deleted.



The Modify DoJoCon Record action screen appears.

The user is presented with a list of available data fields for the DoJoCon record and the old and new values. The Old Values represent what is currently loaded on the DoJoCon for this record.

The New Values are what will be loaded on the DoJoCon for this record after it is modified. The data fields that can be changed are identified by a rectangular block like the one shown for Customer Fund Code, a drop down menu like the one shown for Bill Code, or a check button, like the one shown for DBOF Indicator.

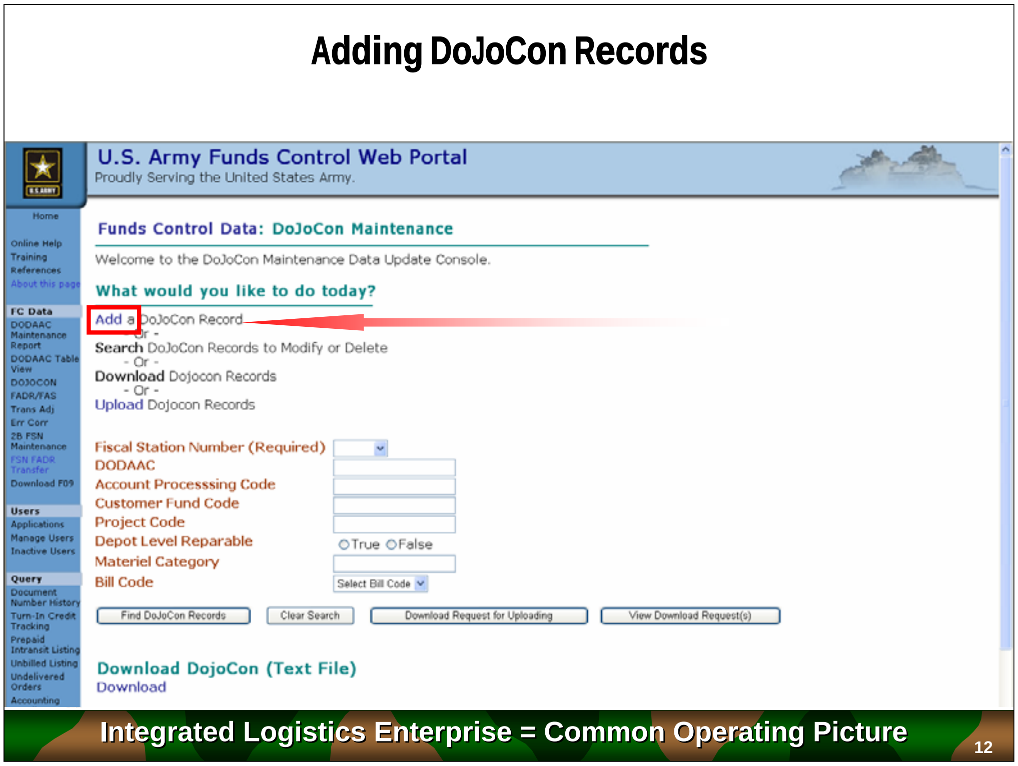
A couple of special notes about these data fields.

First, if the Bill Code is not filled in, FCM will default to Bill Code 11.

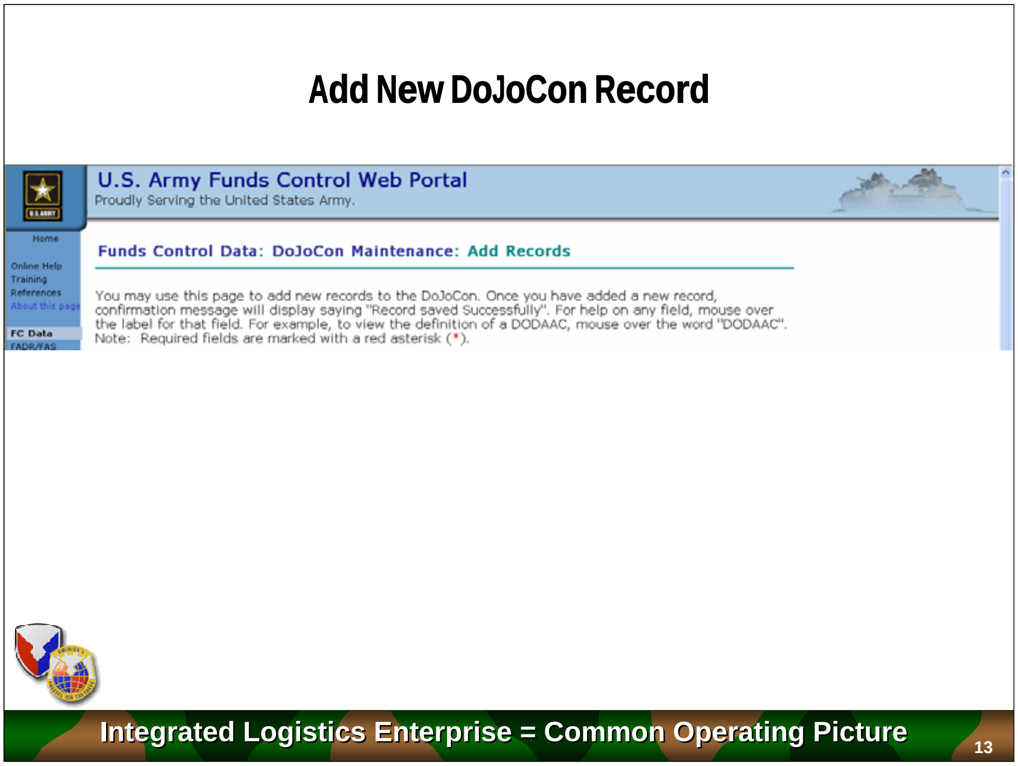
Second, the red asterisk on this screen indicates the APC is a mandatory data field. If a modification is processed without the APC, an error message will appear on the screen.

While there is an option to modify the APC from this screen, it is recommended that the Financial Manager instead delete the APC and add a new one. When changing an APC, there are other associated fields that cannot be changed within the DoJoCon Maintenance process, such as the Program Director.

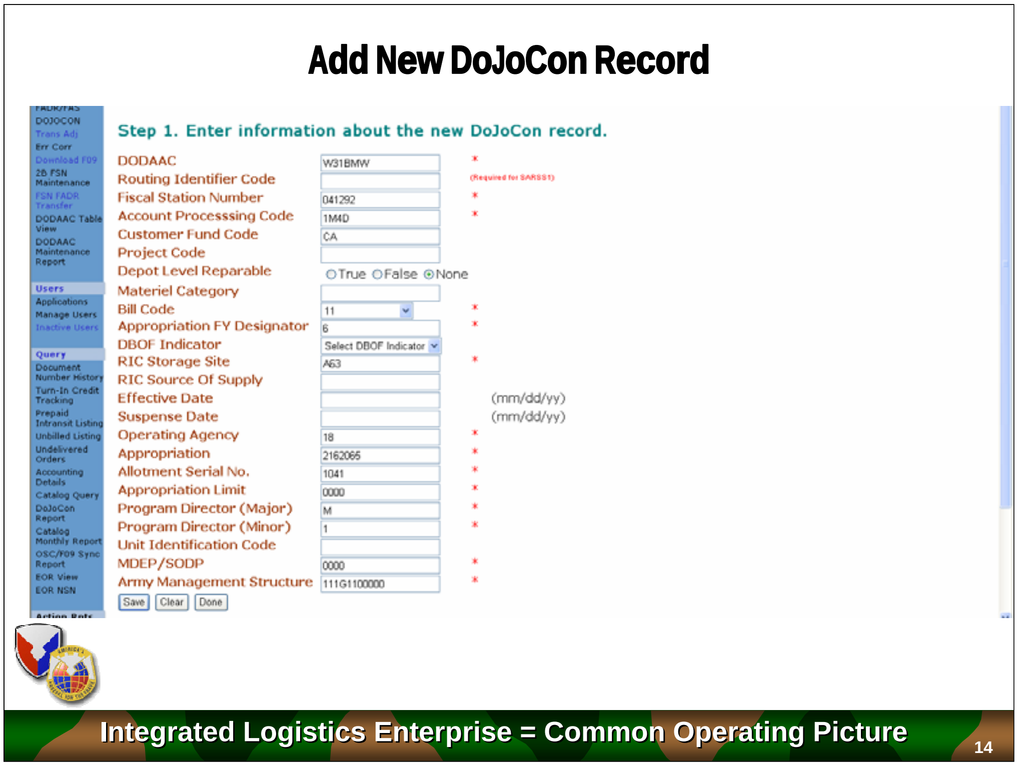
Two buttons are found at the bottom left of the screen; one to save changes and one to cancel the changes made to the screen.



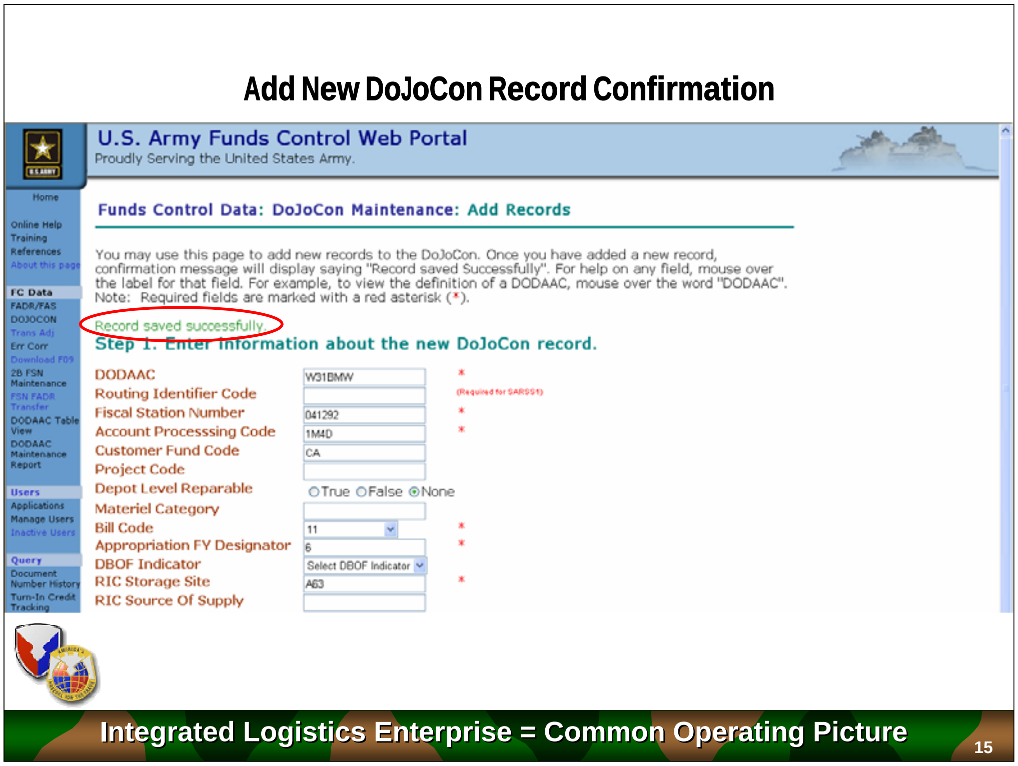
If you need to add a DoJoCon record you would use the hyperlink highlighted on this screen. You would need to do this if a new customer DODAAC has been added and there are no existing DoJoCon records. Click on the Add word.



The user is greeted with the Funds Control Data: DoJoCon Maintenance: Add Records screen.

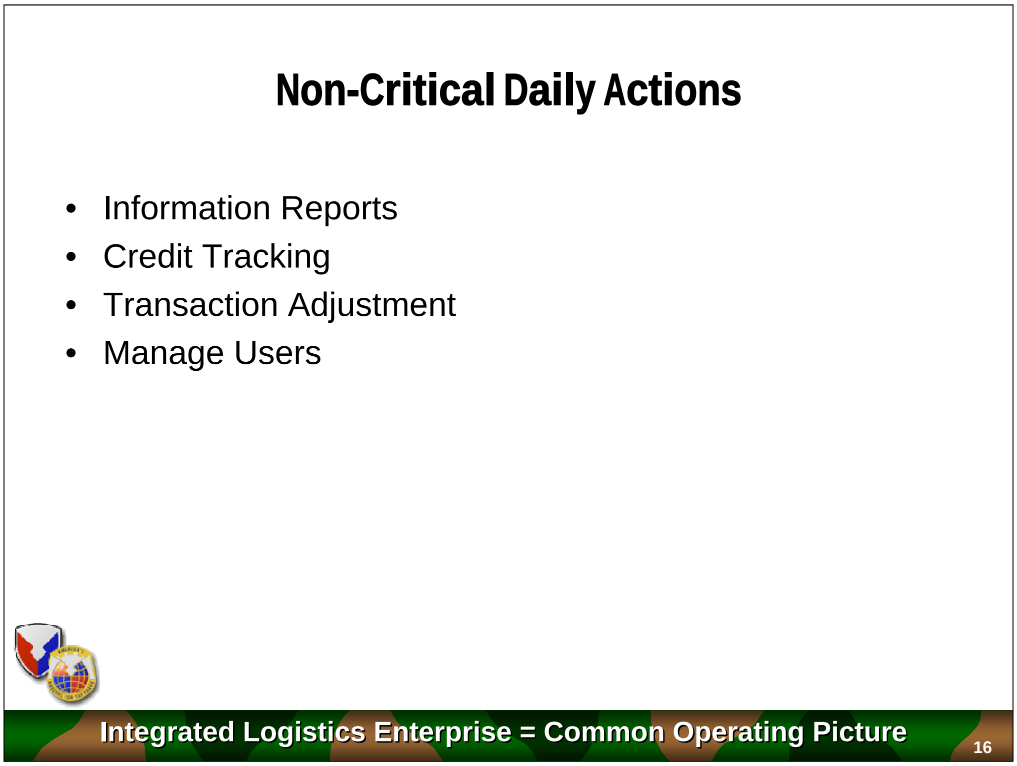


You will need to enter all required information to build the new DoJoCon record. Press Save after you are done.



After the Save button is selected, FCM processes the new add and reports the successful addition of this new DoJoCon record.

To make sure the record has been added to the DoJoCon, the Financial Manager can use the search DoJoCon process and look for this new record in the DoJoCon Table.



Non-Critical Daily actions are those actions that should be completed or at least reviewed on a daily basis.

Information reports are those situations where funds control encountered something about a transaction that may be of interest to the user. They do not necessarily require action on your part. It depends on the individual report reason code which can be found in the end user's manual.

The credit tracking report details information about returned assets and the amount of credit awarded. This report gives details such as dollar amounts and processing delay on creditable returns.

The Transaction Adjustment process allows you to make changes to existing transactions. Due to AAA requirements, only the EOR, APC, and FY can be modified through Funds Control. Any other changes must be conducted through the financial system of record (STANFINS) or the logistics system of record (SARSS).

Persons with permission to manage users should review user permissions in case a new application has been submitted. It is the responsibility of the financial manager level A's with user management permissions to approve or reject a user. In addition, authorizing existing users for access to different FSNs or Financial Work Centers is necessary through this process.

When querying the information reports, you have several options:

If you have access to more than one FSN, the FSNs you have access to can be chose from the Select Fiscal Station Number drop down menu.

The “Select File ID:” entry displays the processes that generated the information report. If you look at the first few letters you can determine which process is involved. The number at the end of the name is an internal index number used by the system. The processes you can access are listed in this order:

Input from OSC

Input from F09

Obligation Adjustment

Accrual

Credit

Disbursement

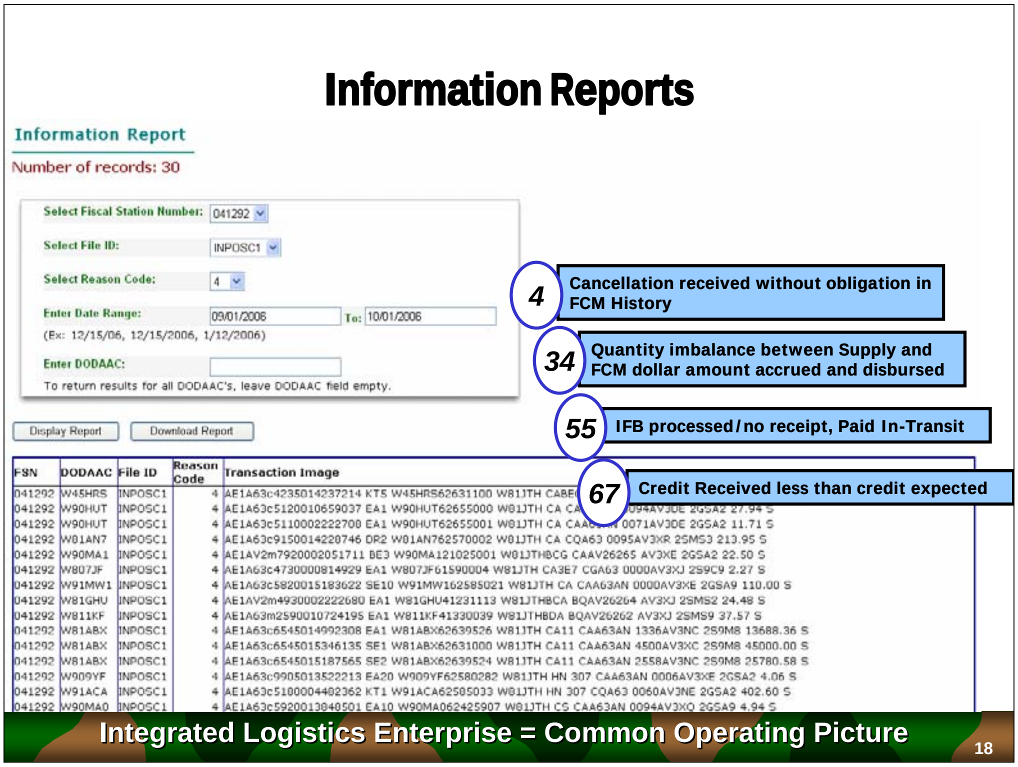
Transaction Adjustment

Catalog

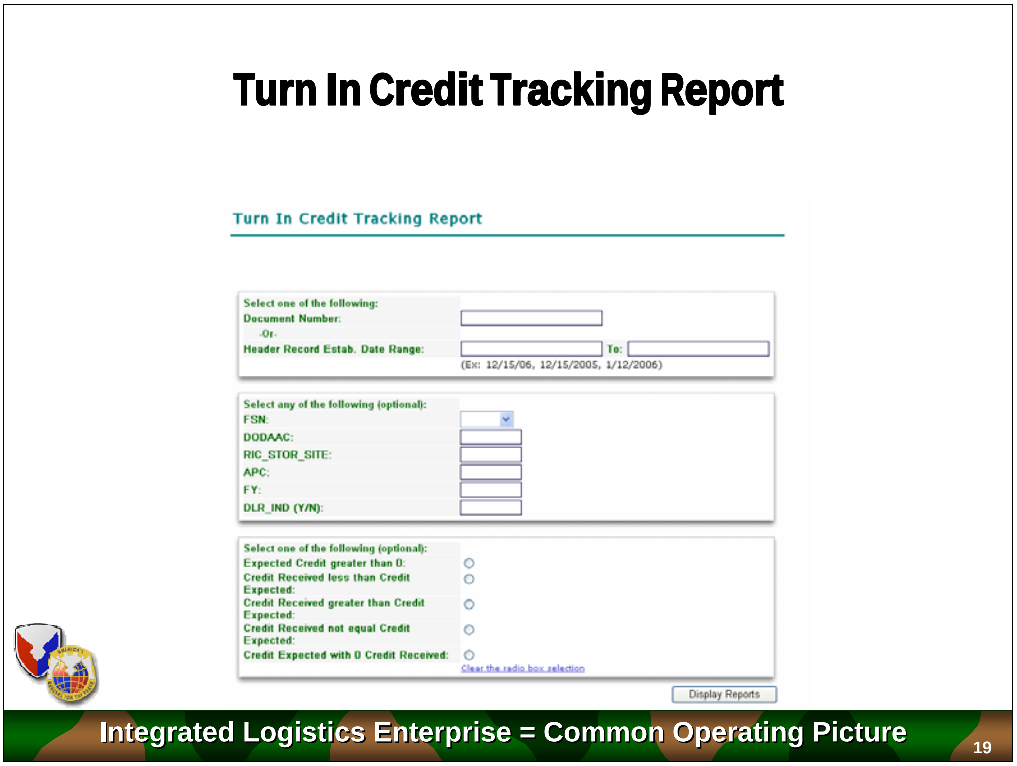
DoJoCon Maintenance

DODAAC Maintenance

Like in other processes you can download the report if you desire.



This screen provides an example of the information report screen. Note the reason code and Transaction Image. To help with understanding, the applicable reason codes are listed on this slide. Additional information report reason codes can be found in the User's Manual.



The Turn-In Credit Tracking Report has been updated. There are now new options for retrieving credit information and the radio buttons on the bottom have been re-written.

Turn In Credit Tracking Report

Export to Excel

Turn In Credit Tracking Report

Number of Credit Tracking Records: 3

FSC	NIIN	Document Number	SOS	DLR	Obligation Date	Days Diff	APC	FY	Unit Price	Serviceable Value	Unserviceable Value	Expected Credit	Credit Received
2540	014504015	W81BBD62560008	AKZ	0	9/13/2006 7:58:18 PM	11	1M3I	2006	$191.00	$160.00		$160.00	$160.00
2940	011885117	W81BBD62560004	AKZ	0	9/13/2006 7:58:18 PM	11	1M3I	2006	$185.00	$172.00		$172.00	$172.00
6105	014617073	W81BBD62560005	AKZ	0	9/13/2006 7:58:18 PM	11	1M3I	2006	$790.00	$613.00		$613.00	$613.00
									Total:	$945.00		$945.00	$945.00
									Count:	3			
									Average:	$315.00		$315.00	$315.00
									Average Days:	11			

Integrated Logistics Enterprise = Common Operating Picture 20

The information provided as a result of this query is shown on the screen. This screen will provide information including serviceable and unserviceable credit values from the catalog. It also pulls information from the Document History Header that is updated when credit interfund bills are received. This will show what credit was expected, what was received, and the average number of days to receive credit.

TRANSACTION ADJUSTMENT

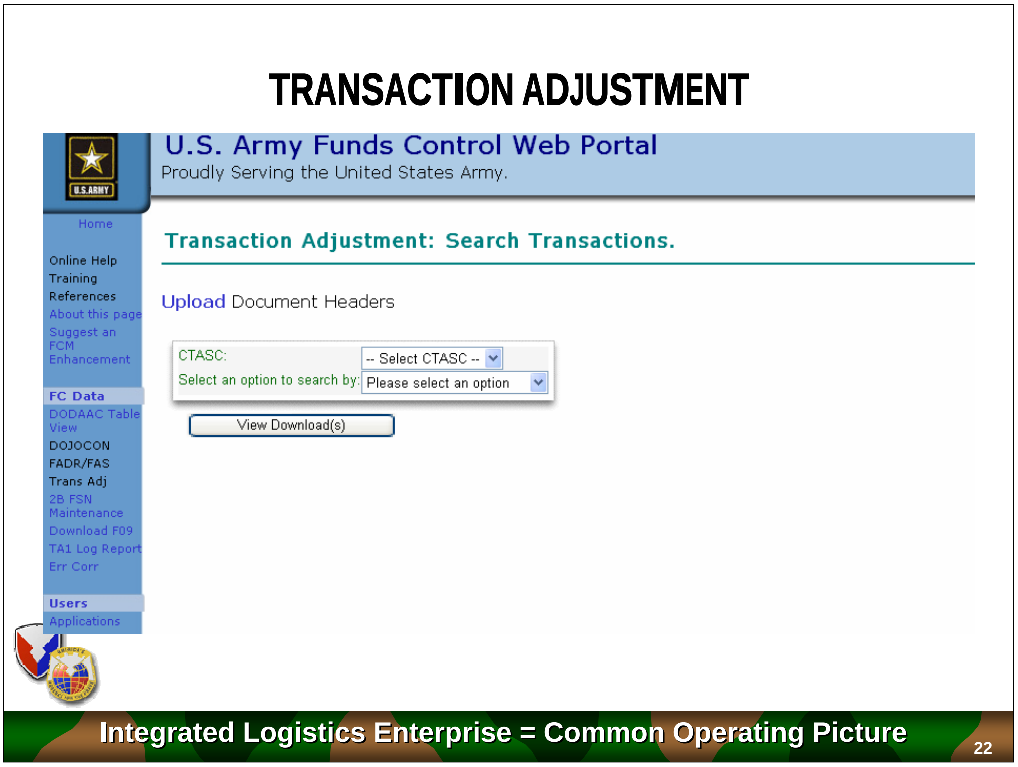
- Fund Control's management tool.
- Modify only a few entries
  - APC
  - EOR
  - FY
- Modification deobligates old value and obligates new value.
- All transactions originally obligate in current year. Change of FY deobligates that action.
- Adjustments written to detail history with DIC=TRA to track changes and to facilitate update at ODS.

Integrated Logistics Enterprise = Common Operating Picture 21

Transaction Adjustment may be required if the DoJoCon process applied an APC you did not desire. The DoJoCon process assigns APCs based on DODAAC, Customer Fund Code, Project Code, and other options but should the information you built into the DoJoCon table not generate the APC you expected, this process will allow you to make changes. Changes made using this process will automatically deobligate the existing transaction and then generate a new obligation with the information you provide.

The DIC TRA is used to store the fact that the document number has been acted upon by transaction adjustment. It also assists Funds Control with selecting which transactions get sent to ODS when it has a series of transactions available for uploading.

The ODS Flow controller looks at financial transactions, and uses the LogisticsTransaction_ID to determine which financial transactions need to be paired off in an OMA to OMA web call. If both the original OMA to OMA transactions and the OMA to OMA transactions from the transaction adjustment are tied to the same detail record, then the ODS Flow Controller will get four transactions on one detail record, not two, and it will not be able to identify which ones to send.



The next process we'll review is Transaction Adjustments. We can search for transactions that need to be corrected by 5 different data elements as shown on this screen:

Account Processing Code,

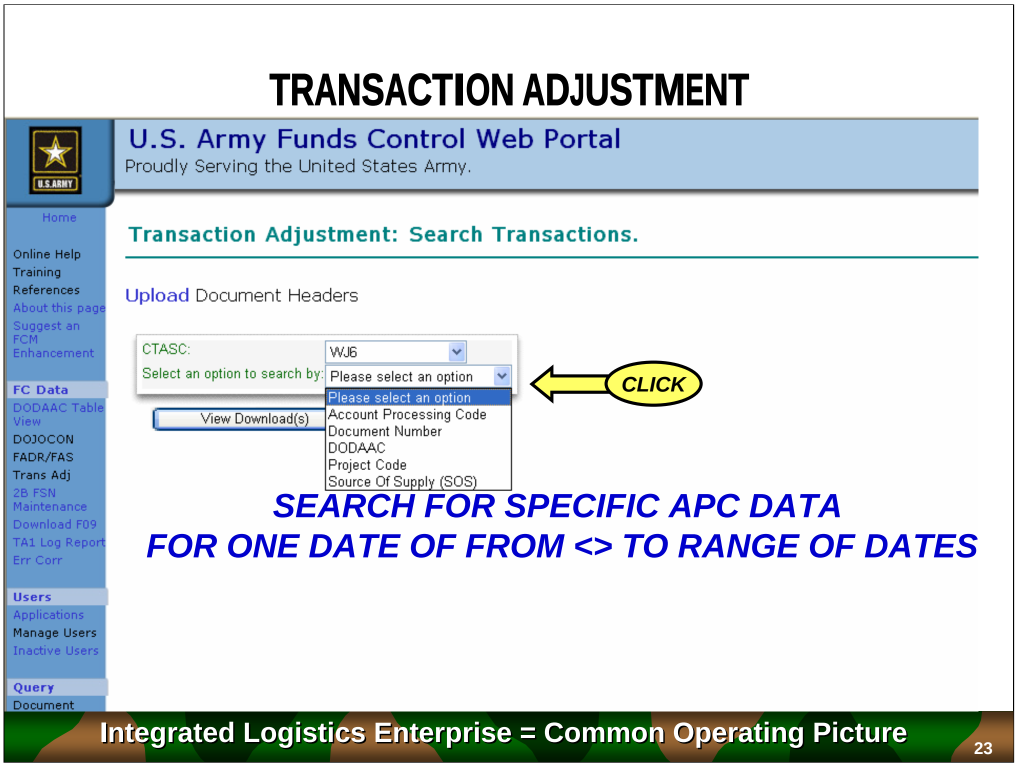
Document Number,

DODAAC,

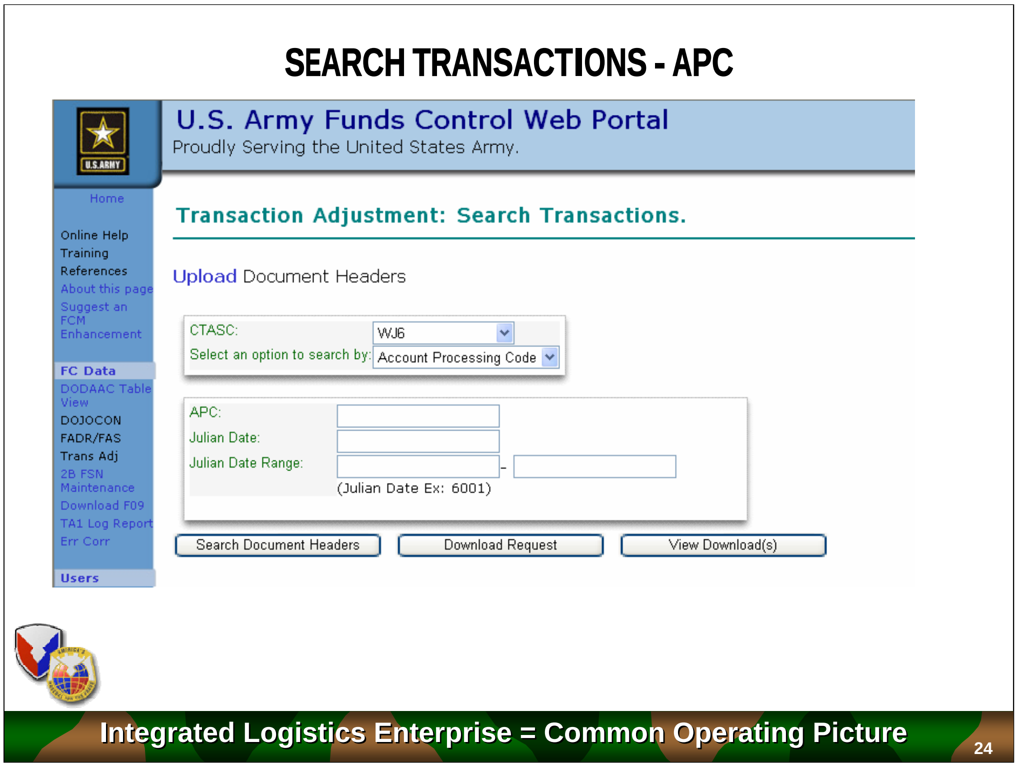
Project Code or

Source of Supply.

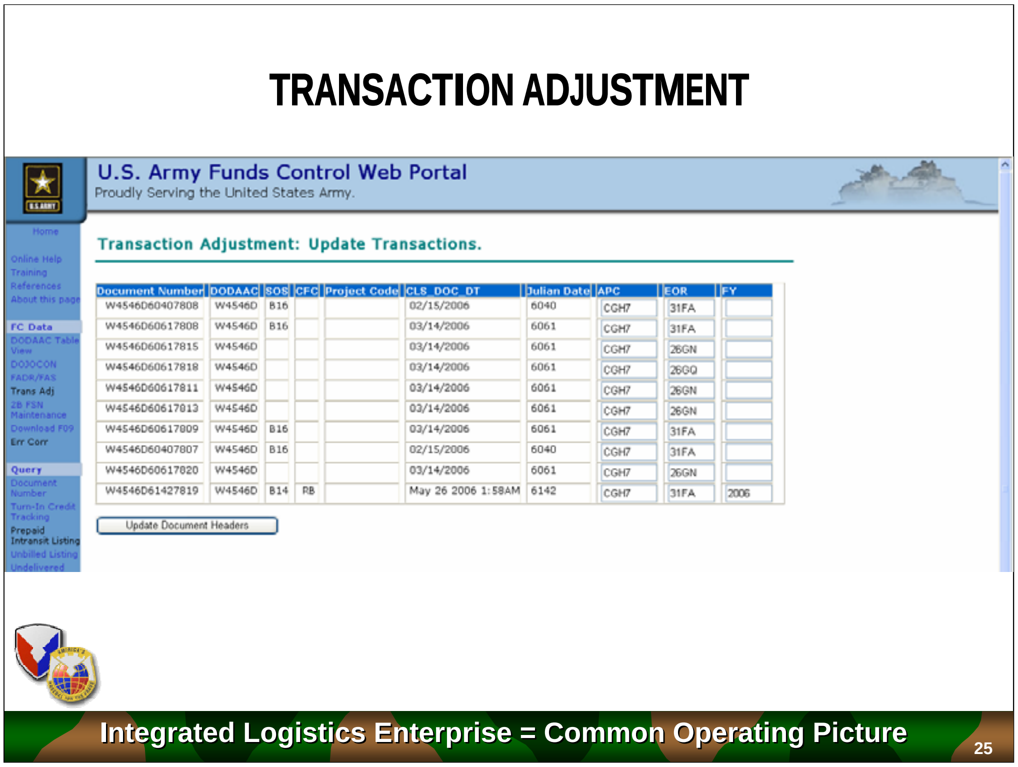
Depending on the option selected as we will see on the following screens, the search can be further narrowed by Julian Date and Date Range, or information can be isolated to several other distinct data elements.



The first option data element used to select transactions for adjustment is by APC. As indicated on the screen, a specific date can be used or a range of from….to dates can be input to narrow the search of the FCM history document headers.



For our first example of a search for APC, let's look for the APC = A811. Click on the Search Document Header tab at the lower left side of the screen after the APC has been entered.



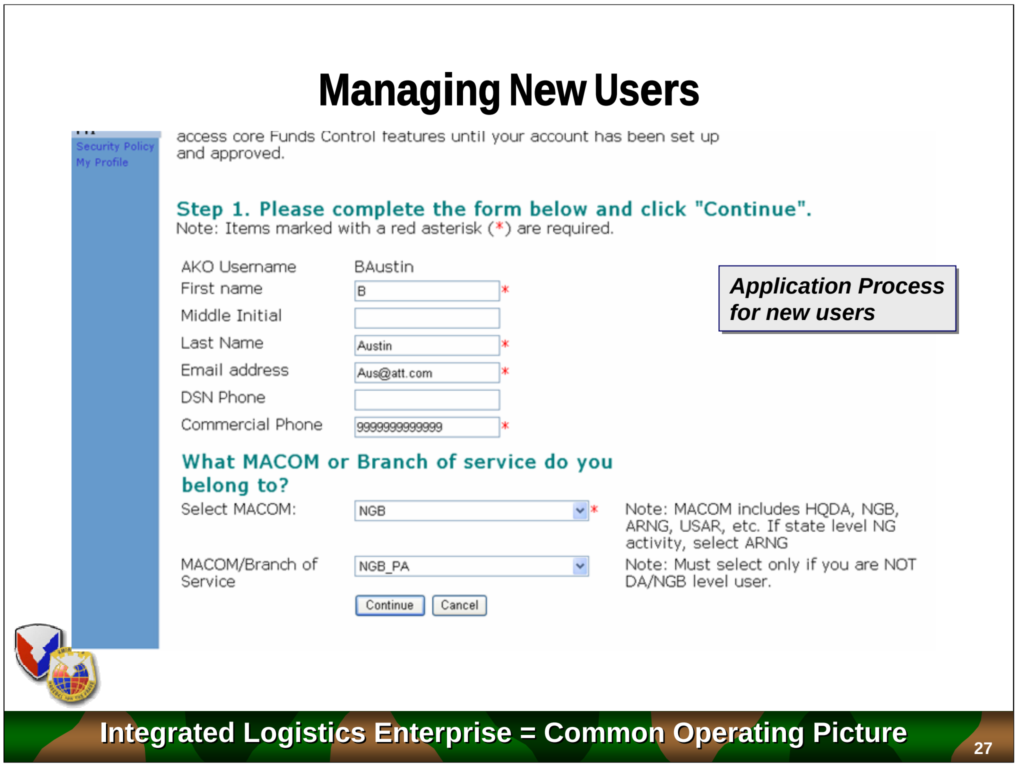
The resultant screen is now shown. Notice again that the only three data elements that can be changed within FC are the APC, EOR, and the FY.

Managing New Users

- New users will need to apply for data and process permission within Funds Control
- Permissions tied to AKO user account
- Controls which processes can be accessed
- Controls data view based on FSN and Financial Work Center

Integrated Logistics Enterprise = Common Operating Picture 26

Another action that may appear from time to time is the approval of new users. As new users come online, it is necessary for the manager to approve the new user and determine the Financial Work Center and Fiscal Station Number. Also, if you have permission to approve users, you may need to update your users' information for access to additional processes, financial work centers, or fiscal station numbers.

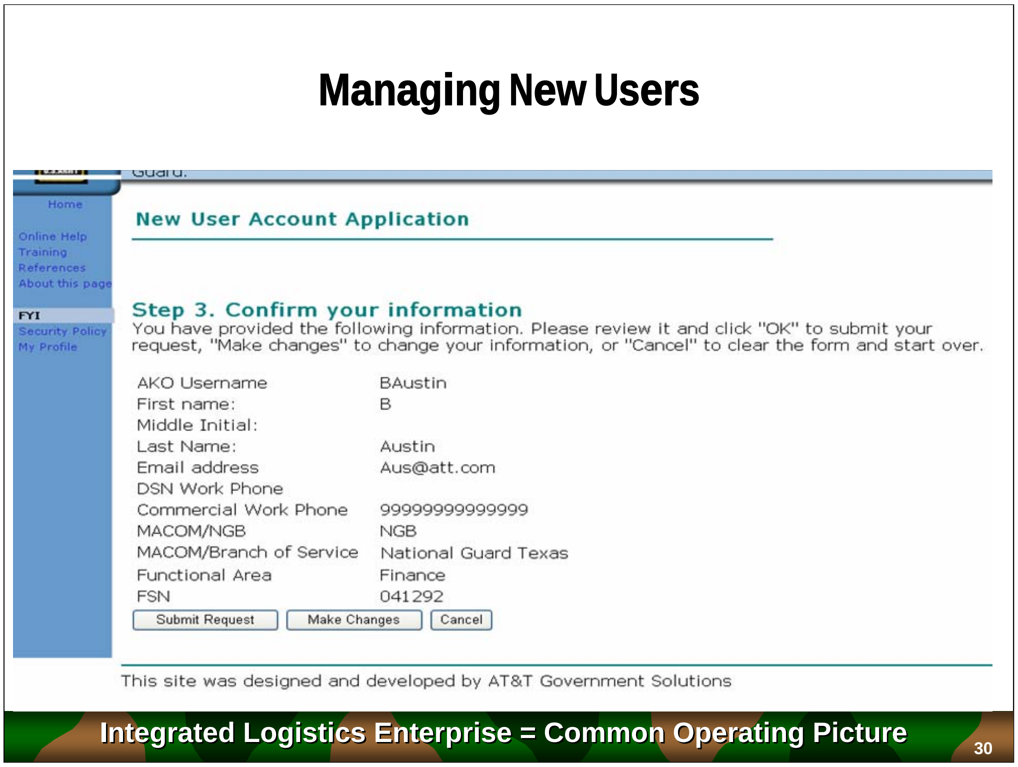


Depicted on the screen is the “fill in the blanks” form for the application process provided by the module to collect information necessary to assign you a specific role and privileges.

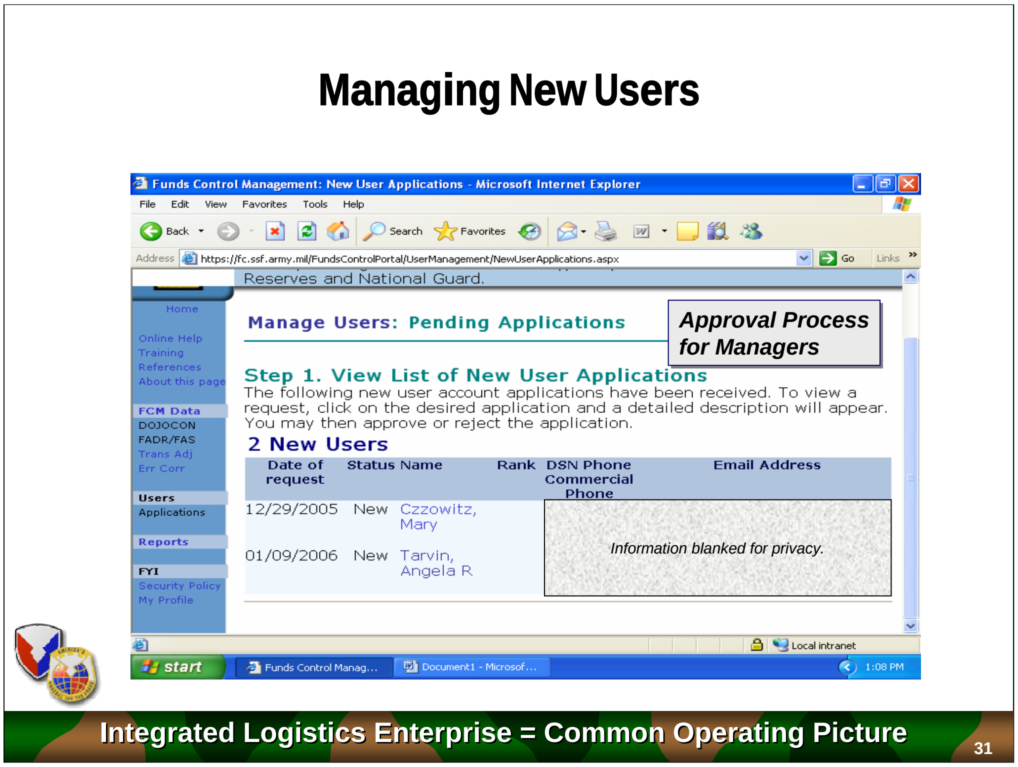
Fill in the information and/or select from the various drop down menu items and complete the required information.

Step 2 of the process requires the selection of a functional area from a drop down menu. The main difference between Financial and Logistics functional areas is access to processes. Logistics managers will not have access to financial processes like the Funds Account Data Record. Log managers will still have the ability to query the system and to generate reports.

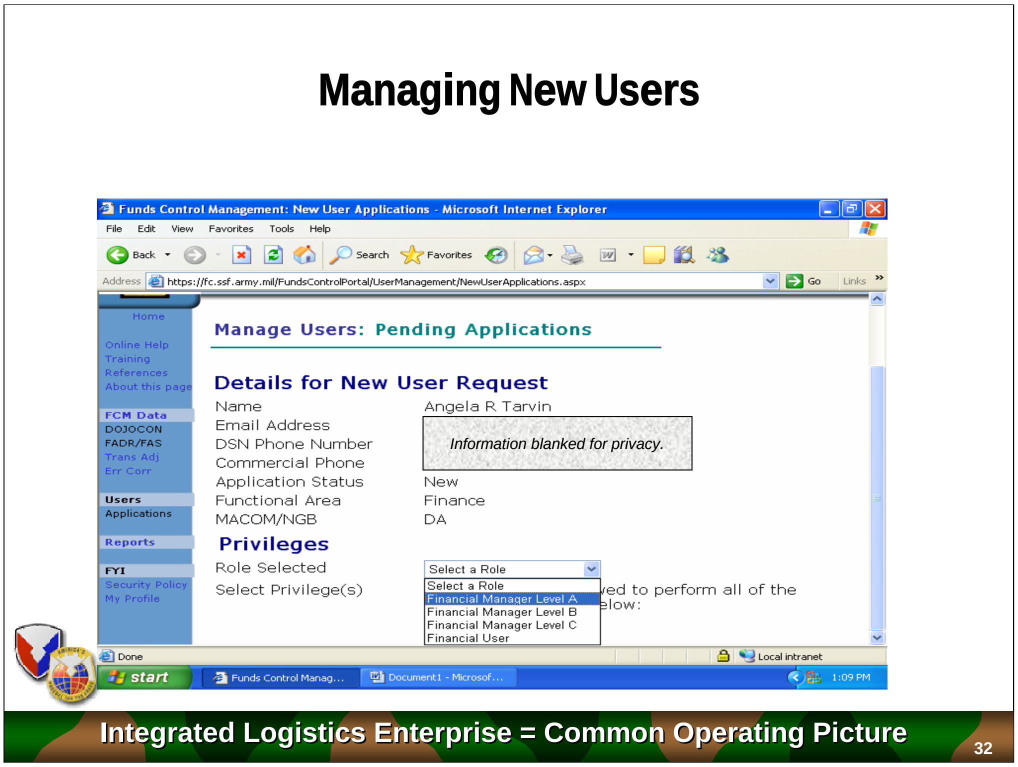
Also needed is the FSN which must be a six-position data element. So FSN “10018” should be loaded as “010018”.



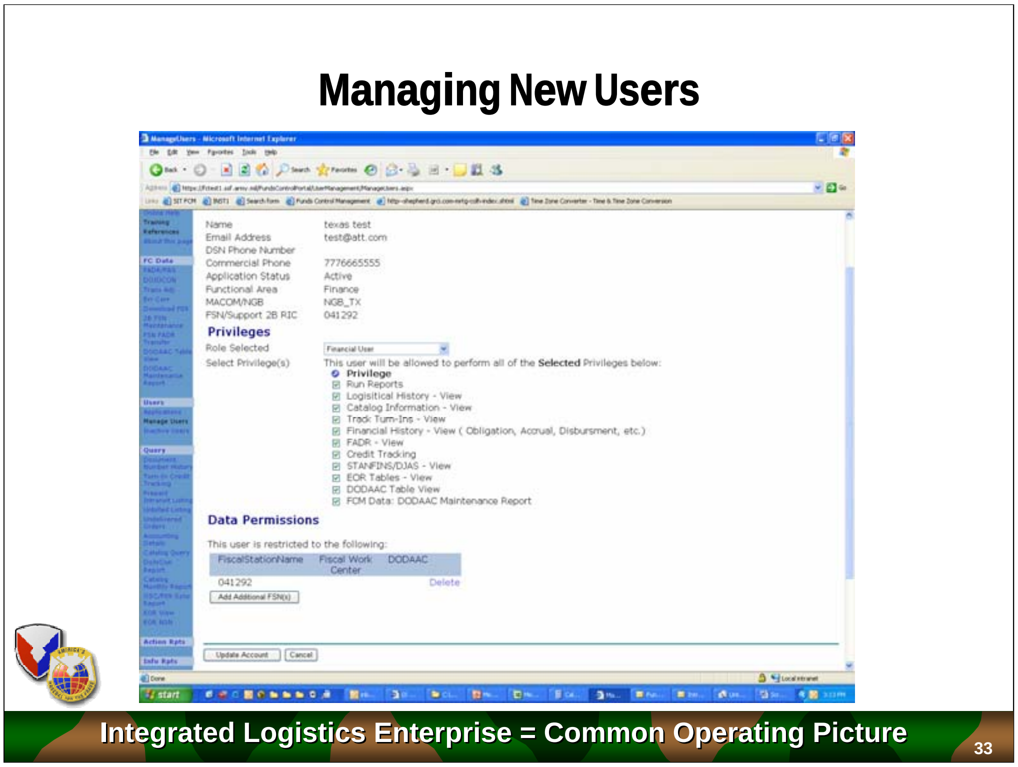
Step 3 is the confirmation of information screen. Changes can be made to correct the information if required before submission of the request. When satisfied with the data entered, select the “Submit Request” tab at the bottom left of the screen.



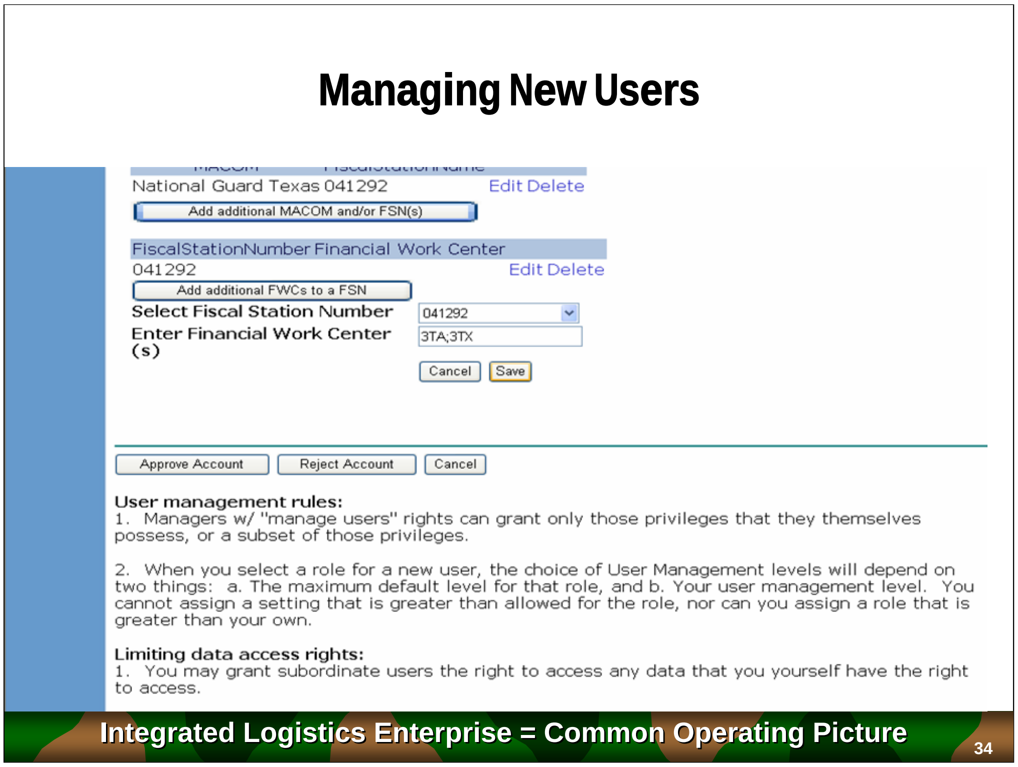
Based on your designated role and privilege, you may be required to approve other requests for access to the FCM. This screen provides you with the necessary information that was loaded by the user during the request process. If the detailed information needs to be reviewed, you can click on the desired application and they will appear on the screen. At this point in the process, action to approve and /or reject the applications can be accomplished.



Here is a view of these details with the drop down menus for assignment of the specific role in FCM.



Select the specific privileges you desire to assign to this person. Each role will have a different set of permissions so the screen may differ between roles. Funds Control will not allow you to add permissions from a role different than the one being assigned to this person.



FSN and FIN_WRK_CTR information is provided using this screen. Action can be taken here to limit and control access to specific data. After completion of all of the required information, you can grant access by clicking on the “Approve Account” tab at the bottom left of the screen.

A “Reject Account” tab is also provided to allow you to send back to the requesting user if error or inconsistent information is submitted to you for approval.

Non-Critical Periodic Actions

- Monthly Catalog Update Report
- Review DoJoCon
- FADR/FAS value update
- Unbilled Report
- Paid In-transit Report

Integrated Logistics Enterprise = Common Operating Picture

35

There are other actions that may need to be done on a case by case basis. These actions are important but may not need to be done on a daily basis.

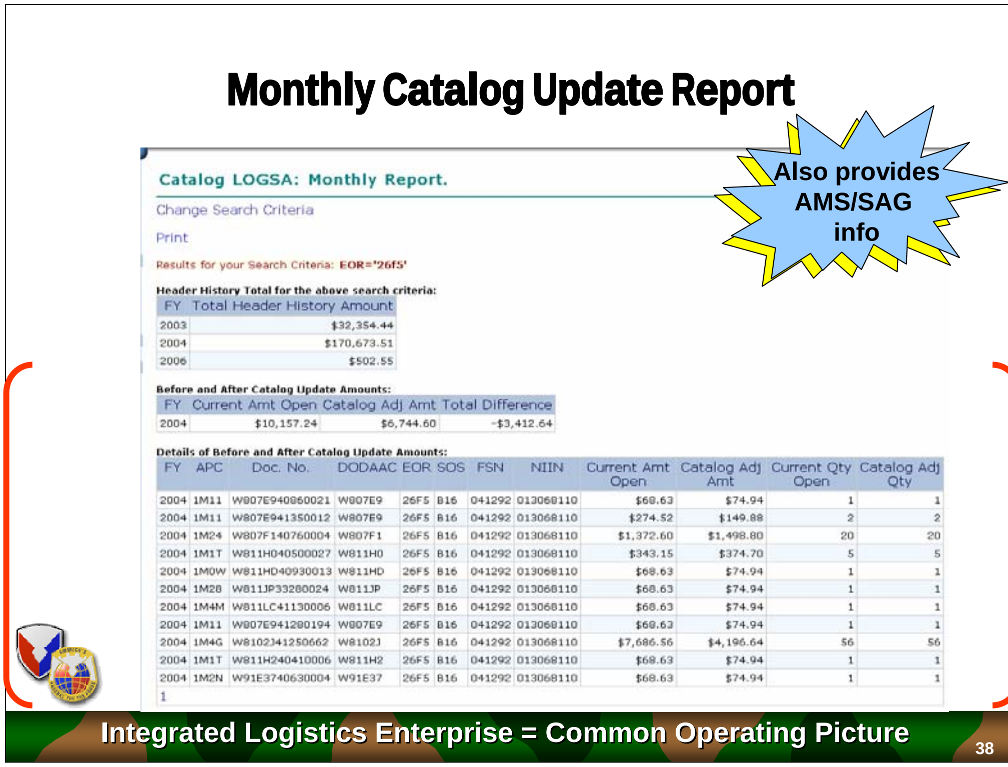
The Monthly Catalog Update report provides information on how data changes from month to month. This gives financial managers a tool to address shortfalls in money as catalog information changes. This data is received on a monthly basis about two weeks prior to this information being active. It searches for open records and displays current and future pricing information, along with changes to obligation amounts.

Prior to the beginning of a new month, this report should be generated to display the changes in catalog data to determine any shortfalls. Because Funds Control Module will apply to everyone in the Army at the same time, it is not possible to delay this process. To avoid ADA situations, review this process approximately two weeks before the beginning of the new month and plan accordingly.

Results of your search are now shown on the screen. Two separate collections of data are depicted….the first for “Total Header History Amounts by FY” and a “Before and After Catalog Update Amounts” reflecting the magnitude in dollars of the change for the open transactions.

To obtain a detailed listing of each transaction that changed, click on the “Get All Detailed Transaction” in blue at the bottom left of the screen. Also, there is an option to retrieve AMS/SAG information which is not shown on this chart.

Note also that you can change your search selection and print the screen by using the options at the top left portion of the screen.



FY	Total Header History Amount
2003	$32,354.44
2004	$170,673.51
2006	$502.55

FY	Current Amt Open	Catalog Adj Amt	Total Difference
2004	$10,157.24	$6,744.60	-$3,412.64

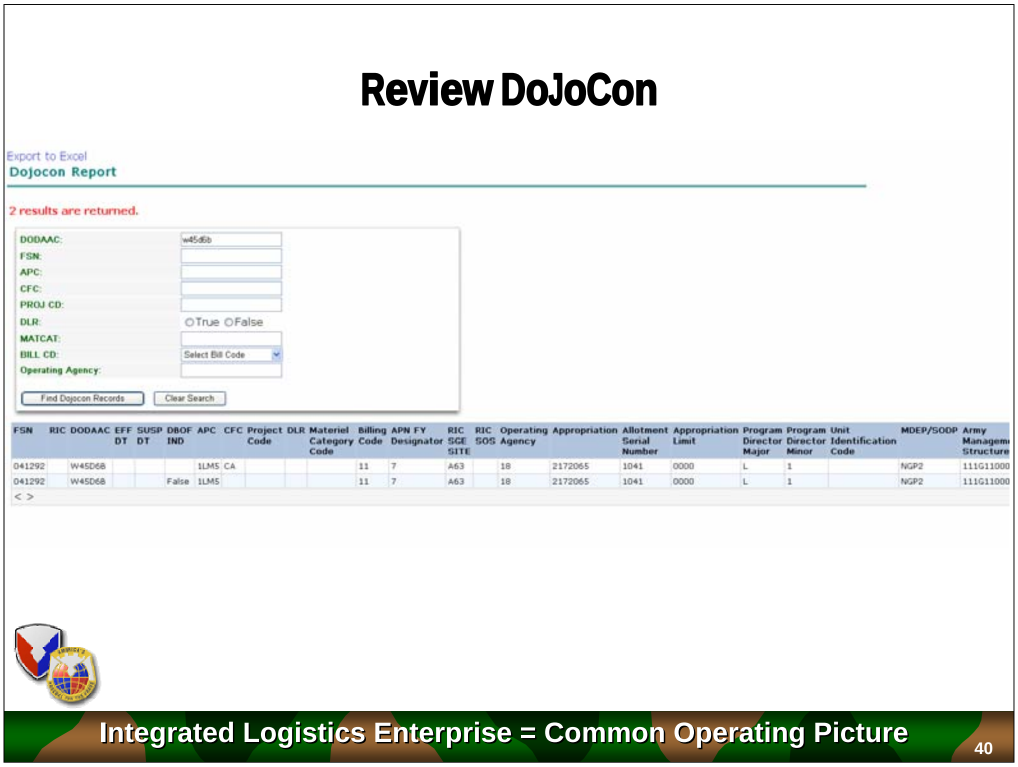
FY	APC	Doc. No.	DODAAC	EOR	SOS	FSN	NIIN	Current Amt Open	Catalog Adj Amt	Current Qty Open	Catalog Adj Qty
2004	1M11	W807E940860021	W807E9	26F5	B16	041292	013068110	$68.63	$74.94	1	1
2004	1M11	W807E941350012	W807E9	26F5	B16	041292	013068110	$274.52	$149.88	2	2
2004	1M24	W807F140760004	W807F1	26F5	B16	041292	013068110	$1,372.60	$1,498.80	20	20
2004	1M1T	W811H040500027	W811H0	26F5	B16	041292	013068110	$343.15	$374.70	5	5
2004	1M0W	W811HD40930013	W811HD	26F5	B16	041292	013068110	$68.63	$74.94	1	1
2004	1M28	W811JP33280024	W811JP	26F5	B16	041292	013068110	$68.63	$74.94	1	1
2004	1M4M	W811LC41130006	W811LC	26F5	B16	041292	013068110	$68.63	$74.94	1	1
2004	1M11	W807E941280194	W807E9	26F5	B16	041292	013068110	$68.63	$74.94	1	1
2004	1M4G	W8102J41250662	W8102J	26F5	B16	041292	013068110	$7,686.56	$4,196.64	56	56
2004	1M1T	W811H240410006	W811H2	26F5	B16	041292	013068110	$68.63	$74.94	1	1
2004	1M2N	W91E3740630004	W91E37	26F5	B16	041292	013068110	$68.63	$74.94	1	1

1

In the “Details of Before and After Catalog Update Amounts”, we see the details of the transactions that make up the changes.

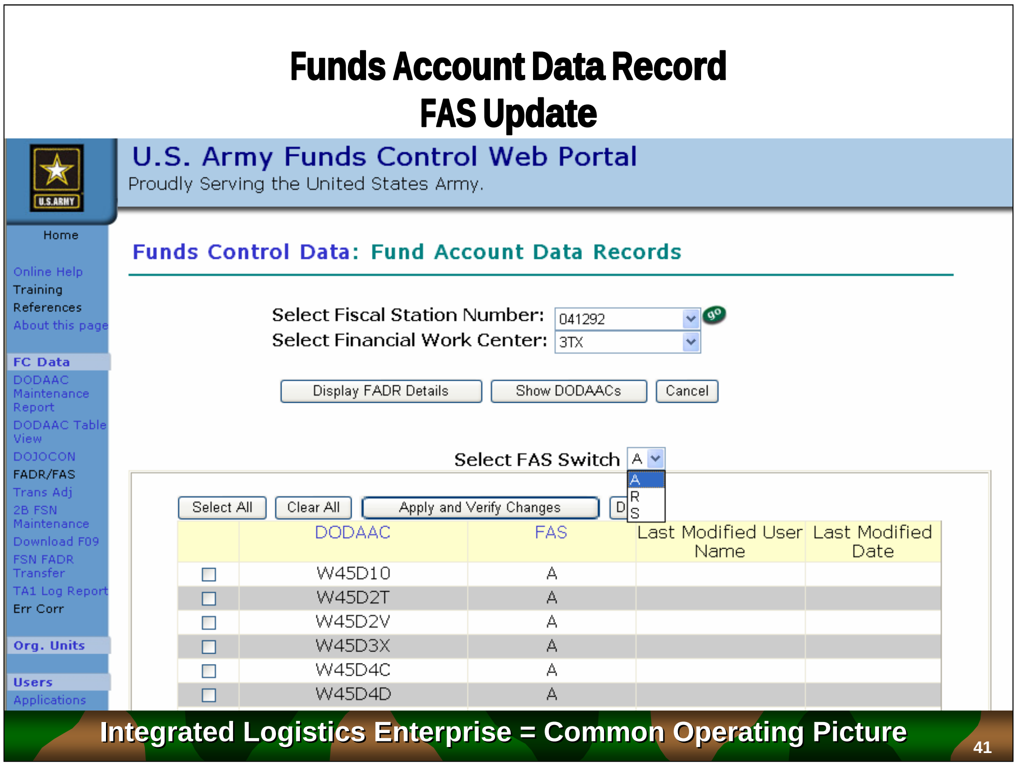
Note also that the APC, EOR, and FY are depicted along with other key data elements……….Current Amount Open, Catalog Adjusted Amount, Current Open Quantity, and Catalog Adjusted Quantity. This report can be used to perform research and analysis of each and every transaction that was adjusted in price as a result of the catalog changes that processed.

The DoJoCon report allows personnel without access to modify the DoJoCon a reference when assisting with research. This screen will only allow you to view DoJoCon information.



FSN	RIC	DODAAC	EFF DT	SUSP DT	DBOF IND	APC	CFC	Project Code	DLR	Materiel Category Code	Billing Code	APN FY Designator	RIC SGE SITE	RIC SOS	Operating Agency	Appropriation	Allotment Serial Number	Appropriation Limit	Program Director Major	Program Director Minor	Unit Identification Code	MDEP/SODP	Army Manageme Structure
041292		W45D68				1LM5	CA				11	7	A63		18	2172065	1041	0000	L	1		NGP2	111G11000
041292		W45D68			False	1LM5					11	7	A63		18	2172065	1041	0000	L	1		NGP2	111G11000

Two DoJoCon records are listed here. In Funds Control Module this information will be displayed as a single line for each DoJoCon records.

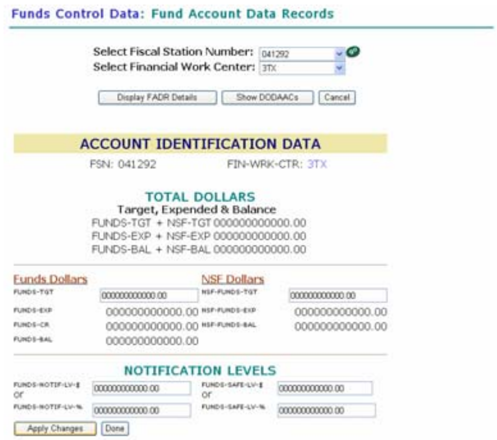


Updating the Funds Account Data Record is another periodic requirement. If you have access to this process you will be able to select the Fiscal Station Number and Financial Work Center. From there you can either review the current values of the FADR or modify the Funds Availability Switch.

Select the DODAACs you desire the modify by checking the box to the right of the DODAAC. Use the Select FAS Switch option to change the FAS value. Funds Control Module will display the date of the last modification and display the name of the person doing the change.

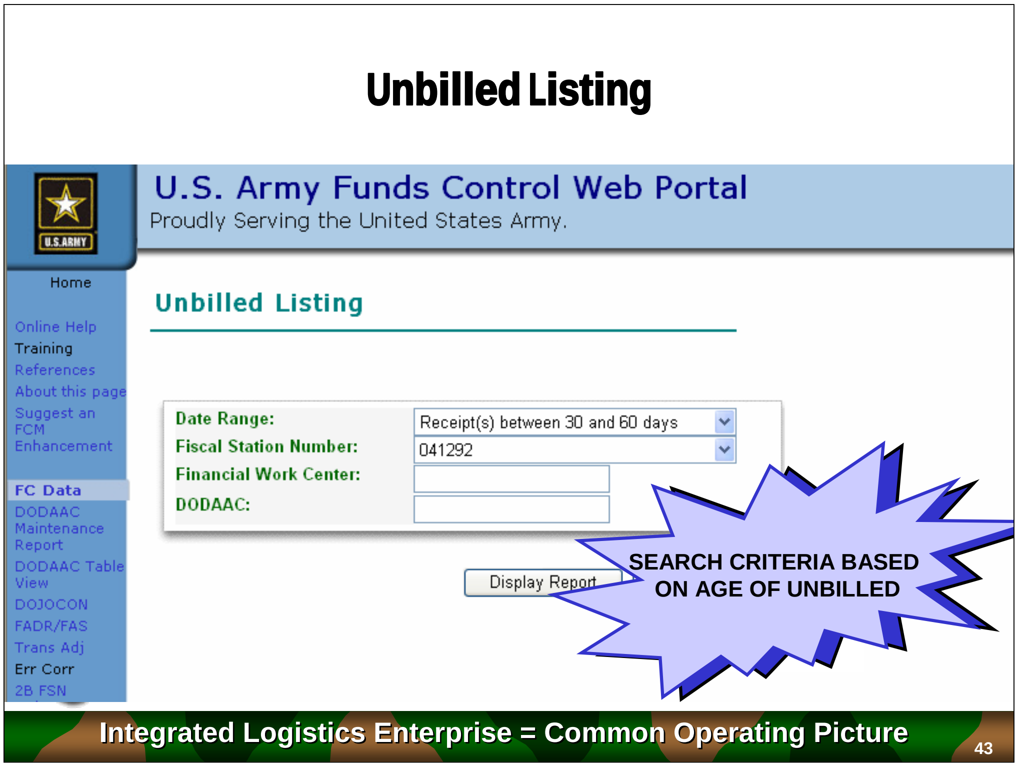
Funds Account Data Record
Modify Dollars

- Funds Target
- NSF Funds Target
- Notification Levels
  - Dollars
  - Percentage
- Safety Levels
  - Dollars
  - Percentage



Integrated Logistics Enterprise = Common Operating Picture
42

Reviewing the current values of the Funds Account Data Record will display the up to the minute expended funds and other settings. The values that can be modified are listed to the left of this slide. The other values are system computed based on processing of individual transactions.



The Unbilled Listing is a report that may need to be reviewed. This report details all receipts received by Funds Control Module that have not received an interfund bill. You may need to contact the source of supply to obtain a bill to close out these records. Funds Control will not close a document number until Obligation, Accural, and Disbursement amounts match and the Amount and Quantity Open are zero.

Selection criteria includes the following 3 range of dates options:

Receipt(s) between 30 and 60 days

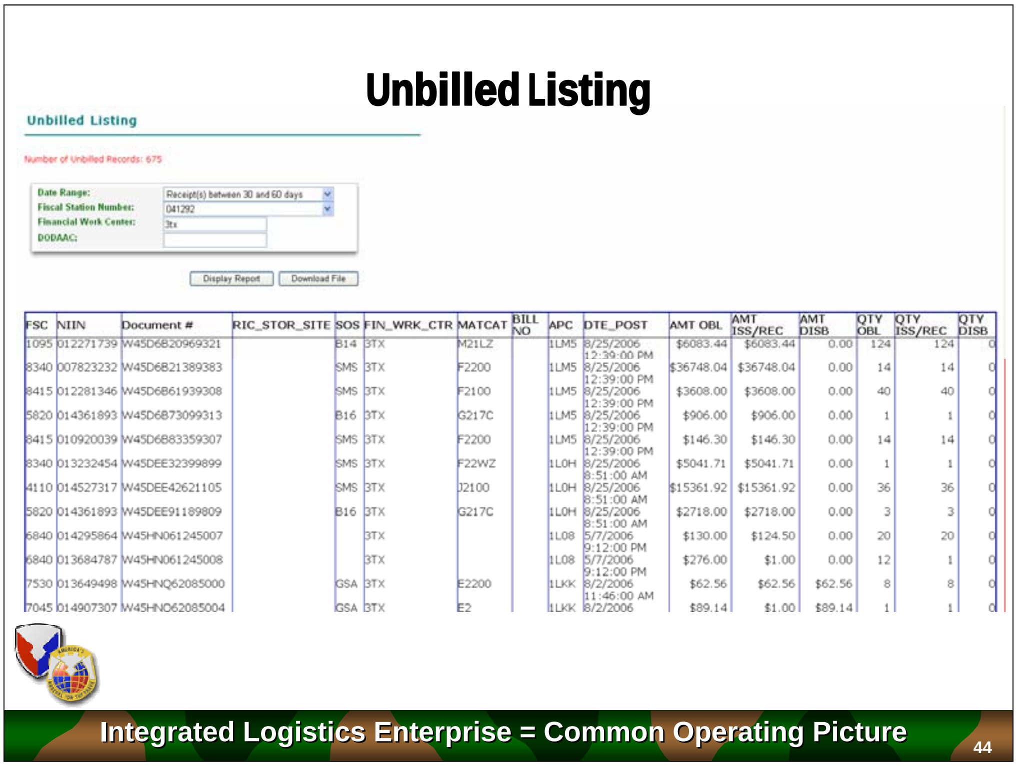
Receipt(s) between 60 and 90 days

And Receipt(s) 90 days and older.

Click on the tab at the bottom right of the screen when you have completed your entries.

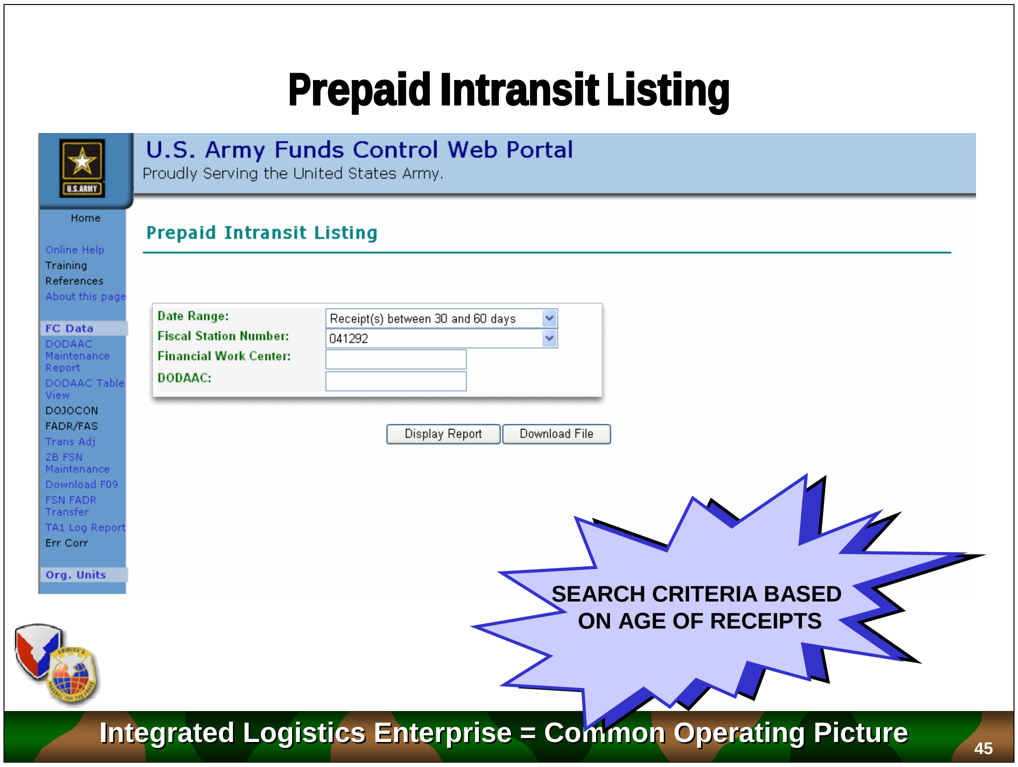
For our example today, we will use the Receipt(s) between 30 and 60 days.

Again, click on the tab at the bottom right of the screen when you have completed your entries. You also have the ability to download this report to your computer.



FSC	NIIN	Document #	RIC_STOR_SITE	SOS	FIN_WRK_CTR	MATCAT	BILL NO	APC	DTE_POST	AMT OBL	AMT ISS/REC	AMT DISB	QTY OBL	QTY ISS/REC	QTY DISB
1095	012271739	W45D6B20969321		B14	3TX	M21LZ		1LM5	8/25/2006 12:39:00 PM	$6083.44	$6083.44	0.00	124	124	0
8340	007823232	W45D6B21389383		SMS	3TX	F2200		1LM5	8/25/2006 12:39:00 PM	$36748.04	$36748.04	0.00	14	14	0
8415	012281346	W45D6B61939308		SMS	3TX	F2100		1LM5	8/25/2006 12:39:00 PM	$3608.00	$3608.00	0.00	40	40	0
5820	014361893	W45D6B73099313		B16	3TX	G217C		1LM5	8/25/2006 12:39:00 PM	$906.00	$906.00	0.00	1	1	0
8415	010920039	W45D6B83359307		SMS	3TX	F2200		1LM5	8/25/2006 12:39:00 PM	$146.30	$146.30	0.00	14	14	0
8340	013232454	W45DEE32399899		SMS	3TX	F22WZ		1L0H	8/25/2006 8:51:00 AM	$5041.71	$5041.71	0.00	1	1	0
4110	014527317	W45DEE42621105		SMS	3TX	J2100		1L0H	8/25/2006 8:51:00 AM	$15361.92	$15361.92	0.00	36	36	0
5820	014361893	W45DEE91189809		B16	3TX	G217C		1L0H	8/25/2006 8:51:00 AM	$2718.00	$2718.00	0.00	3	3	0
6840	014295864	W45HN061245007			3TX			1L08	5/7/2006 9:12:00 PM	$130.00	$124.50	0.00	20	20	0
6840	013684787	W45HN061245008			3TX			1L08	5/7/2006 9:12:00 PM	$276.00	$1.00	0.00	12	1	0
7530	013649498	W45HNQ62085000		GSA	3TX	E2200		1LKK	8/2/2006 11:46:00 AM	$62.56	$62.56	$62.56	8	8	0
7045	014907307	W45HNO62085004		GSA	3TX	E2		1LKK	8/2/2006	$89.14	$1.00	$89.14	1	1	0

A sample of the unbilled report is shown here.



The Prepaid Intransit Listing is a list of transactions where a interfund bill has been received but no receipt has been received.

The next query is the Prepaid Intransit Listing. Selection criteria includes the following 3 options from a dropdown menu:

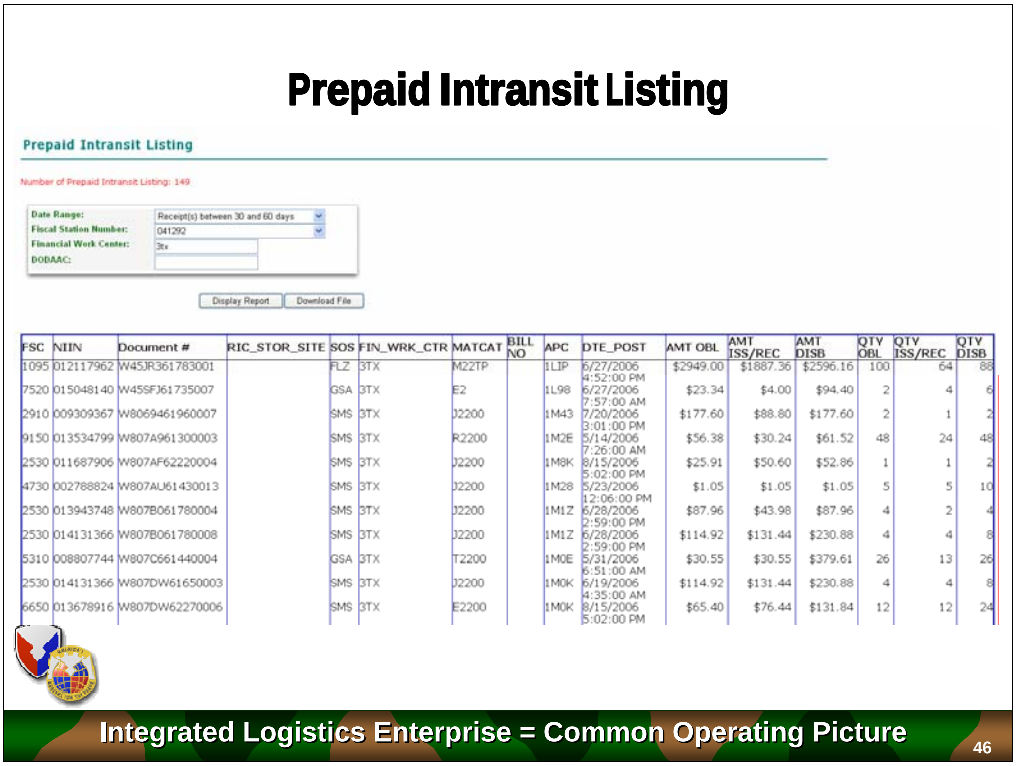
Receipt(s) between 30 and 60 days

Receipt(s) between 60 and 90 days

And Receipt(s) 90 days and older.

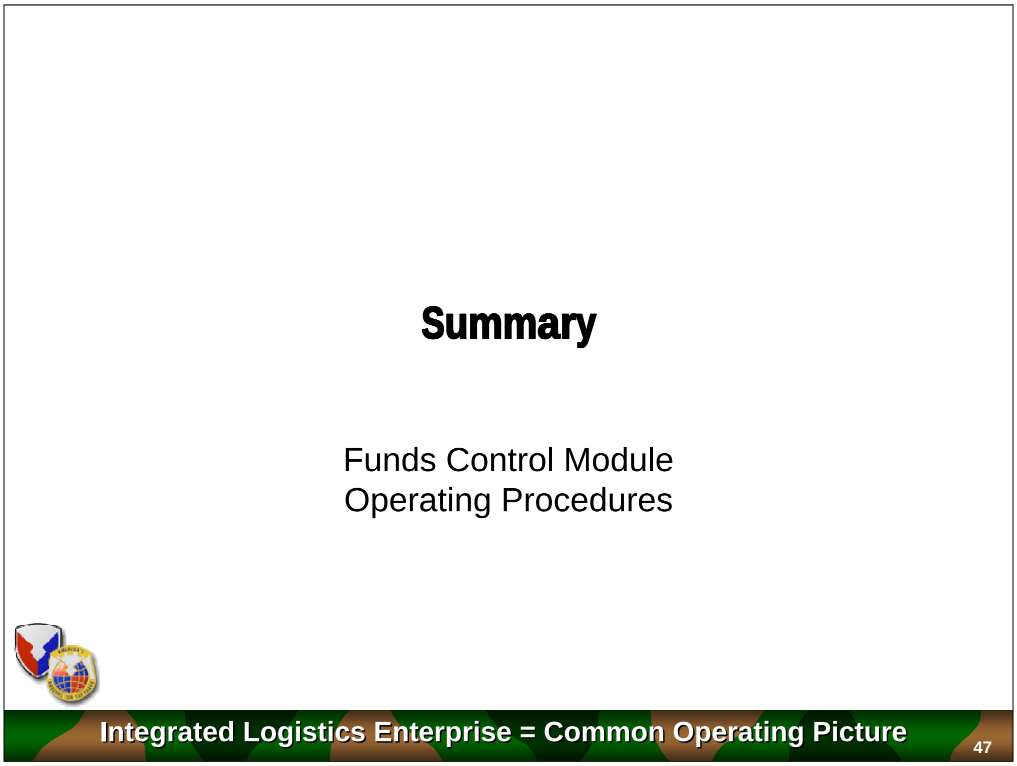
Click on the tab at the bottom right of the screen when you have completed your entries.

For our example today, we will use the Receipt(s) between 30 and 60 days.



FSC	NIIN	Document #	RIC_STOR_SITE	SOS	FIN_WRK_CTR	MATCAT	BILL NO	APC	DTE_POST	AMT OBL	AMT ISS/REC	AMT DISB	QTY OBL	QTY ISS/REC	QTY DISB
1095	012117962	W45JR361783001		FLZ	3TX	M22TP		1LIP	6/27/2006 4:52:00 PM	$2949.00	$1887.36	$2596.16	100	64	88
7520	015048140	W45SFJ61735007		GSA	3TX	E2		1L98	6/27/2006 7:57:00 AM	$23.34	$4.00	$94.40	2	4	6
2910	009309367	W8069461960007		SMS	3TX	J2200		1M43	7/20/2006 3:01:00 PM	$177.60	$88.80	$177.60	2	1	2
9150	013534799	W807A961300003		SMS	3TX	R2200		1M2E	5/14/2006 7:26:00 AM	$56.38	$30.24	$61.52	48	24	48
2530	011687906	W807AF62220004		SMS	3TX	J2200		1M8K	8/15/2006 5:02:00 PM	$25.91	$50.60	$52.86	1	1	2
4730	002788824	W807AU61430013		SMS	3TX	J2200		1M28	5/23/2006 12:06:00 PM	$1.05	$1.05	$1.05	5	5	10
2530	013943748	W807B061780004		SMS	3TX	J2200		1M1Z	6/28/2006 2:59:00 PM	$87.96	$43.98	$87.96	4	2	4
2530	014131366	W807B061780008		SMS	3TX	J2200		1M1Z	6/28/2006 2:59:00 PM	$114.92	$131.44	$230.88	4	4	8
5310	008807744	W807C661440004		GSA	3TX	T2200		1M0E	5/31/2006 6:51:00 AM	$30.55	$30.55	$379.61	26	13	26
2530	014131366	W807DW61650003		SMS	3TX	J2200		1M0K	6/19/2006 4:35:00 AM	$114.92	$131.44	$230.88	4	4	8
6650	013678916	W807DW62270006		SMS	3TX	E2200		1M0K	8/15/2006 5:02:00 PM	$65.40	$76.44	$131.84	12	12	24

This report mirrors the unbilled listing in layout. The difference is what data is displayed.



This document will help you with daily operations of Funds Control Module. It is not designed to explain every process within the system but will help you prioritize your work.